

Conejo Valley Unified School District
District Advisory Council Minutes
Tuesday, December 11, 2018

I. General Meeting Session

A. Call the meeting to Order

Cindy Mayling called the meeting to order at 9:02 am.

B. Pledge of Allegiance

Cindy Mayling led the Pledge of Allegiance.

C. Announcements, Procedures and Roll Call

Cindy Mayling made announcements and read the procedures. She thanked members for accommodating the schedule change. The change was necessary due to unanticipated closures of schools during the wildfires.

Roll Call –Roll call was taken of DAC members.

Heather Spohr (Aspen)	Cindy Mayling (Chairperson)
Ann Maree Paglia (Banyan)	Alysia Flamer (Vice Chairperson)
Michelle Garcia (Conejo/OCLM)	Alexandria Kitchell (Secretary)
Eilene Green (Conejo Valley Adult Ed)	Susan Hanscom (Parliamentarian)
Liz Allen (EARTHHS)	Liz Beaven (Member-at-Large/COL)
Rachel Brusseau (Glenwood)	Rocky Capobianco (Member-at-Large/CAS)
Mike Moore (Ladera STARS)	Heather O'Connor (Member-at-Large/CYP)
Kim Merjan (Lang Ranch)	Jon Power (Member-at-Large/SCS)
Dina Langhorne (Los Cerritos)	Heather Skelly (Member-at-Large)
Lee Ann Holland (Maple)	Subha Tholudur (GATEDAC)
Joo Cho (NPHS)	Cindy Liu (SEDAC)
Jill Frazier (Sequoia)	Claudia Mantilla/Alma G Molina (DELAC)
Susan Schulte (TOHS)	
Tonya Foil (Weathersfield)	
Blythe Williams (Westlake Elem)	
Karen Sylvester (WHS)	
Alison Brandon (Westlake Hills)	
Kayce Daniels (Wildwood)	

D. Approval of Agenda

Alexandra Kitchell moved to approve the agenda. All in favor.

E. Reports from DAC Representatives

1. Board of Education Meeting Update – Cindy Mayling

- Board meetings were held on November 6, November 20, and December 4. At the Board meeting on November 6 the California Voting Rights Act was discussed and the district will initiate a transition to By-Trustee Area Elections. Mr. Lichtl, Assistant Superintendent, Instructional Services gave a presentation on Vaping and more details of his presentation can be found on the district website. At the November 20 Board meeting Jonathan Salt from Fagan, Friedman & Fulfroost gave his formal presentation on the California Voting Rights

Act of 2003. More information about the CVRA and the districts transition to this new voting system can be found on the district website. In January, Mr. Lichtl will be giving that presentation to DAC. In addition, Campus Supervisor positions will be transitioning into classified positions in order to reflect changes in state law. At the November 4 Board Meeting a reception was held to recognize the outgoing Trustee Board Members before the open session. Student reporters for all the high school campuses that spoke about their gratitude to first responders and district leadership which prioritize their safety. NPHS Cross Country won Division 2 in State and 6th nationwide. The TOHS Band hosted an end of season band event to honor the Borderline Victims and provide an appropriate finale to their band season that was cut short by the fires. Mr. Lichtl, Assistant Superintendent, Instructional Services, gave LCAP presentation and LCAP surveys are available on district website and have been sent out districtwide. Amie Mills, Director of Child Development gave an update on First 5 Early Childhood Education Program. Attorney Jonathan Salt returned with a demographer to discuss the transition to District elections. This was the first in a series of public hearings; the next public hearing will be at today's board meeting.

2. Budget Committee – Heather Skelly

- At the meeting, the two big issues that are affecting the budget are declining enrollment and the increasing cost of PERS and STRS. The next meeting will be January 31 at 4:00pm

3. Family Life Committee – Jon Power – No meeting, no report

4. School Choice Committee – Liz Beaven

- The committee, which met on Thursday, December 6, mentioned that school choice department is now under Student Support Services. This is the 2nd year that the school choice process has been online and is found on the district website. It is also the second year of longer and earlier enrollment period. Enrollment for school choice started on November 1 and will close on January 31. There was a change to the board policy on the process and on being more inviting to out of district residents. The next meeting will be on February 6 at 3:30pm. Information on when they will let parents know will be discussed at the February 6 meeting. Mr. Lichtl added that per policy parents will be notified 45 days after the close (around March 15). There are no priority issues with High School choice and those applications are being process as soon as they come in. There is more restrictions for Middle School and Elementary School Choice and a lottery is in place for most of those seats.

5. Technology – No Representative at this time – No meeting, no report

6. Legislative Report – Cindy Mayling – No report

7. Wellness Committee – Alysia Flamer – No meeting, no report

8. Homework Committee – Cindy Mayling – No meeting, no report

F. Reports from Support Organizations

1. California School Employees Association (CSEA) – No Representative Present – No report

2. Conejo Council of PTA's (CCPTA) – Rocky Capobianco

- The CCPTA would like to welcome and thank new platinum member, Board Trustee Elect Cindy Goldberg. The Saving Hearts Cardiac Screening was rescheduled due to the tragedies and it will now be held on Saturday, February 2, 2019 at the Teen Center. The council commended Dr. Mark McLaughlin, administration, custodial, maintenance and grounds staff for the quick response and clean-up at all the campuses. The community pulled together to help those in need and CCPTA received many emails with ways the community wanted to help. On Monday, November 26, the CCPTA hosted the Reflections Gallery Awards at the PAC at TOHS. The council thanked many volunteers that helped with the celebration. At the recent school board, meeting the CCPTA bestowed the state of California's highest award The Golden Oak to Pat Phelps for her 20 years of service as board trustee and as a long time parent volunteer and community leader. The council wished to extend well wishes and congratulations to outgoing and incoming Board Trustee members.

3. Conejo Schools Foundation (CSF) – Jon Power

- A BreakThrough Parent Workshop was held on November 27. The focus of the evening was Relationships that Matter and it was led by Kristi Thompson. The attendees expressed how helpful this workshop was and CSF is grateful to the amazing Breakthrough team. The next workshops will be in January with Jennifer Mundy leading a workshop on Anxiety on January 7 and Lori Woodley leading a workshop entitled Connecting with your kids in a Technological World on January 10. Both workshops will begin at 7:00pm in the MPR at Horizon Hills. The third annual Starlight Soiree, which will be held on March 9, 2019, and this year's Stars of Conejo, Terry McCallum and The Kenrose Kitchen Table Foundation will be honored at that event. The Cash4Conejo Classroom Grants recipients have been announced. The teachers received the good news when they returned to school.

4. Conejo Valley Pupil Personnel Association (CVPPA) – Katie Berry

- It was reported that at the elementary level there have been talks of social emotional learning, especially after the recent fires and tragedy and continue with leadership programs with the 5th graders some that had to be rescheduled. One of our counselors has been running worry groups and they have been able to reach more students with these groups especially after all that happened in November. At the middle school level, Sycamore Canyon has adopted 42 CVUSD students for the holidays so the families will be receiving food, jackets and clothing. At the high school level, colleges have given extensions to students that needed to submit letters of recommendations due to the recent tragedies.

5. Special Education (SEDAC) – Cindy Liu

- The last meeting was in October and the November meeting was cancelled. SEDAC now has an executive committee and at the meeting they had a breakout session and during the breakout session, there were questions that were asked and answered, such as the IEP process and community building, and the questions were answered from a parent, administrative and teacher perspectives. Five standing committees were also developed. Last week, the schools celebrated inclusive schools week and it was the first year it was celebrated. Inclusive schools week is not just a special education celebration, it includes all groups and it is an opportunity for the whole district to celebrate. Cindy asked the committee for help in helping spread the word about SEDAC at their school sites and inform the parents to opt in and that the SEDAC is up and running. Mr. Lichtl gave a presentation on the LCAP. The next meeting will be held on December 18 at 9:15am at Horizon Hills and the meeting is open to everyone.

6. District English Learners Advisory Council (DELAC) – Claudia Mantilla

- The first DELAC meeting was held on October 30, 2018. Dr. Mark McLaughlin, Superintendent, presented information about ELAC and explained how principals manage the EL program and ELAC at their sites. He also answered questions and heard parents' concerns. Dr. Deborah Martinez, Coordinator of EL Services, explained the DELAC by laws, roles and responsibilities of the representatives and showed a video about Robert's Rule. She also discussed the 2018-2019 EL Budget and the way it will be distributed to support EL students. The next DELAC meeting will be on November 27.

7. Gifted and Talented Education District Advisory Council (GATEDAC) Subha Tholudur

- The November meeting was cancelled. Fun Friday was held last Friday and there were two successful events, one for elementary (Bubble Form) and middle schools (Trivia Event). The kids at both events were enthusiastic and inspired to learn more. Subha thanked Create Studios and the Thousand Oaks Library for the continued support. The Hour of code project was highlighted, and it is a project that goes on nationally at this time. It is very easy for anyone to do; a class can log on to hourofcode.com/learn. The site has many coding activities with engaging characters and it is free. The site works for all grade levels.

8. Conejo Library Committee – Joo Cho

- The Thousand Oaks library is open and operating normal hours. The Thousand Oaks library sustained some damage from the recent fire. During the school closure, the Newbury Park Library provided various activities for the students. As of last week, the KinderGrow Program visited every kindergarten classroom in CVUSD. Preliminary survey results indicate that teachers and city employees all believe the program was beneficial. The ReadTOSucceed program just finished another successful session and the library is looking forward to starting the next session after the new year. The Homework Center continues to grow and the library plans to expand and include a literacy component to reinforce the

ReadTOSucceed program. The library is recruiting tutors for the program. The library is now on Instagram and will be providing updates on programs and posting pictures of kids having fun at the library. Dungeons & Dragons and Magic the Gathering are now being played at the library. They will be available to play at the Thousand Oaks Library on the 1st Saturday of each month from 1:00pm-3:00pm and at the Newbury Park Library the 4th Saturday of each month from 1:00pm-3:00pm. The next date to come play is December 22 at the Newbury Park Library.

9. Measure I Bond Citizens Oversight Committee – Tony Gitt

- The committee met on October 24 and reviewed the master plan update and upcoming projects. The committee also looked at financial reports from last fiscal year (July 1, 2017-June 30, 2018) and reviewed the financial expenditures (July 1, 2018-September 2018) and there were no problems. The district was asked to present a summary of the security expenditures and plan and work will be completed by 2022-2023 Fiscal Year. The committee also had a discussion on the landscape upgrades. Detailed information about these projects by school can be found on the district website: www.conejousd.org/Measure-I-Citizens-Bond-Oversight-Committee. The minimum criteria for standard basic technology was reviewed. The district has a table into five categories on what is students are supposed to learn and how they are leaning them at the different grade levels. More information can also be found on the district website. There will be two upcoming meetings. On January 16, there will be a special committee meeting to review the audit requirements and the next regular meeting will be on January 23.

10. Neighborhood for Learning (NFL) – Mr. Lou Lichtl reporting on behalf of Amie Mills, Director

- Sweeping changes have been happening to the First 5 Program, a state program operated through the Tobacco Tax funding as well as a supplemental account that was set up a long time ago to sustain the program. As tobacco sales have decreased, the revenue for First 5 has also decreased. Funding to the county is being reduced to operate the First 5 program and the county has opted to pull the money instead of sending it to the different centers. The money is now going to be centralized under one entity, which will be Interface. Interface will now be the sole provider of First 5 services and they already have a wide reach in the county. Interface is planning to set up 5/6 centers throughout the county. The First 5 program from the district will no longer be in place, but the families will now be referred to Interface for services. In January, a discussion will need to be held on the reduction of staff due to the reduced funding.

11. Unified Association of Conejo Teachers (UACT) – Colleen Briner-Schmidt

- Colleen, President of UACT, introduced herself and explained what UACT is and what services they provide to teachers. She reported on the Professional Development that is going on through UACT. This weekend, four teachers will be attending the New Educators Weekend Conference in San Diego. The next big

conference they will be sending teachers to is called Good Teaching in March and there are eight teacher that have requested to attend that conference. CTA has a disaster fund and due to the recent fires, they registered quite a few teachers who were able to be reimbursed for evacuation expenses as well as help those teachers that lost their homes.

G. Comments

1. Public

(Pursuant to the Brown Act, the CVUSD District Advisory (DAC) cannot enter into formal discussion with individuals making public comments to the DAC. The DAC cannot take action on any issues raised during public comments that are not on the meeting agenda. Members may respond to public comments during the Individual Comments section of the agenda.)

Mr. Bill Gorback, incoming Board Trustee, expressed his thanks and appreciation to the committee for their participation in DAC. He mentioned that while attending the California Schools Association conference recently, he was proud that our district had a District Advisory Board. He wanted to remind the committee how much they are appreciated and how grateful the district is to have DAC.

2. DAC Chairperson, Mrs. Cindy Mayling

A. Cindy welcomed everyone to the meeting and explained her new position as chairperson. Since the November meeting was cancelled, the executive board held an emergency meeting on November 26 to discuss the agenda for the December meeting. At this meeting, Cindy Goldberg announced her resignation for DAC to be in effective the following day. Cindy wished her well as she assumes her new role as CVUSD Board Trustee. With that announcement, the executive board reviewed the bylaws and as Vice Chairperson, Cindy Mayling called for another special meeting of the Executive Board to elect a new Chairperson, which was held on December 3. At that meeting, Cindy Mayling was nominated and elected to serve as Chairperson and it subsequently vacated the Vice Chairperson position in which, Alysia Flamer was nominated and elected as Vice Chairperson. Alissa and Cindy appreciates everyone's patience as they ease into their new roles. She also mentioned how proud she was of the district on how things were handled given the unforeseen events that took place in November. The District response was comforting and felt that everything was under control and that the safety of the students was the priority.

3. DAC Members

A. Site Concerns and Successes

- Rocky Capobianco congratulated Bill Gorback and Cindy Goldberg as new elected Trustees and thanked them for all they all they have done in support of the students and especially to Cindy Goldberg who served on DAC as member and Chairperson. Rocky also thanked Cindy Mayling for stepping up to be the Chairperson, he is confident in new leadership that is leading DAC, and he thanked Dr. Mark McLaughlin, for his leadership and for what he has done for the district.
- Liz Beaven shared a success on how Colina MS approached Inclusion Week. She shared that every day, during that week, a different department incorporated a

lesson into their classroom. For example, the Social Studies department explored different people through history that struggled with things such as depression or dyslexia and the Math department taught the students the numbers and arithmetic in Braille and Sign Language.

- Mr. Lichtl read a concern from an elementary school regarding using schools as polling places and if there is something that can be done to change that. Mr. Lichtl explained that because the schools are a public entity they need to remain accessible during the elections as polling places as directed in the statute, but as long as the district is doing so in a safe manner. Mr. Lichtl visited 5/6 school campuses during the recent election and reported on his findings. He asked DAC Representatives to discuss with their principals or at their schools next school site council meeting and ask the principals to report back. If response at site is not adequate, can email Director of Elementary Education, Sonia Wilson at swilson@conejousd.org or to Mr. Lichtl at llichtl@conejousd.org and he will pass it on to the correct contact. This issue will also be discussed at the next principals meeting as the district is concerned as well and it is a main issue for elementary and middle schools. Dr. McLaughlin added that for the recent election overtime for Campus Supervisor was authorized for school sites that needed more adult presence to help. DAC members shared their comments, concerns or made suggestions on this issue.
- Mr. Lichtl read another concern asking if DAC meetings can be help at night in order to accommodate working parents. This issue will be discussed at the next executive meeting.
- The School Site Council from Colina had a concern that when new standards are adopted the new textbooks supporting the new standards are not purchased for a year or two. Mr. Lichtl explained that when the state adopts the standards, the district within a year or two will go into an adoption cycle. Currently, the district is 2-3 years behind in some areas and it is working hard to catch up. There is a sequence in place and the district is hoping to pilot English Language Arts next year in K-5 (adoptions have already been made in MS and HS) and adoption to take place in the Fall of 2020. Simultaneously, the district is going to consider adoption in Social Sciences and at this time, it is not known if it will be K-12 or just secondary and a decision will be made at a later date. The district will also be looking at the Next Generation Science Standards and piloting for Science will begin in the Fall of 2020 with adoption in 2021. As of now, the district is one year away from the Language Arts and Social Science and two years from Science. Mr. Lichtl explained that the textbook adoptions are partially subsidized from Lottery funds, which is not enough to cover the cost of piloting a program and funds will need to be set aside for the three upcoming piloting programs. He went on to explain the piloting process and answered questions from DAC members.
- TOHS Boys Cross Country finished seventh in State Finals. Project Concern is doing a food drive for the holidays, ASB is doing a supply drive, and the TOHS Students did a drive after the fires. The TOHS Band did an end of season performance and NPHS became State Champions in Cross Country.
- Mr. Lichtl read an announcement from Banyan Elementary that through a grassroots effort they have a new MakerSpace, with a green screen, 3D printer, and other great materials where students can participate in master builder

STEM-style challenges. An invitation to come see the new MakerSpace has been extended, please email Allison Kennedy, Principal, to arrange for a tour.

- Los Cerritos MS and other HS schools have implemented the Five Star Program, which is a data collection process to connect kids with activities. In addition, the choir at Los Cerritos held their choir performance recently and some of the students in choir auditioned for state. The Men's choir was one of five choirs in the state invited to compete at the State level.
- Subha Tholudur shared a district success for the great work Terri Culpeper, Technology TOSA, is doing with the kids in the classroom. She goes to the schools and teaches students how to use technology materials (virtual reality goggles, green screen, break out boxes, etc.), and she urged the DAC representatives to have their teachers to contact Terri to come to the classroom and give a lesson. Dr. McLaughlin added that Terri is also teaching the teachers how to use those materials as well.

4. CVUSD Assistant Superintendent, Instructional Services / State & Federal Program Coordinator, Mr. Luis Lichtl- No Report

II. Action Items – General

(Each item requires a motion for approval)

- None

III. Action Items – Consent

(These items are considered routine and will be approved in one action without discussion. If the DAC members request that an item be removed from Consent or a citizen wishes to speak to an item, the item will be considered under Action Items.)

A. Approval of Minutes

1. Rocky Capobianco moved to approve the October 18, 2018 Minutes. Jon Power second the motion. All in favor.

IV. Information/Discussion Items

(For discussion only, no action is taken on information items.)

- A. Susan Hanscom, Parliamentarian reviewed the bylaws concerning the Nomination committee and explained the change that is being proposed and will be in effect for the elections in April. The change being proposed in the bylaws is to Article 7, Section 1C. Currently, it reads: "the nominating committee will present a slate of proposed office nominees". The following language change is being proposed to avoid miscommunication: "the nominating committee will present a slate of proposed nominees to include one nominee each for Chairperson, Vice Chairperson, Secretary and Parliamentarian and six nominees for member at large. Members of the committee are not excluded from the current nominees for elected office". The rest remains the same and this change will be discussed at the next meeting.

Dr. Mark McLaughlin explained the events that led to the decision to close the schools and provided an update on the cleanup that took place during the school closure. The Thursday the fire started Dr. McLaughlin and his cabinet were preparing how to address the Borderline tragedy at the different school levels, and in the early hours of Friday morning, he received a call from the city requesting that TOHS be opened as an evacuation center. After visiting several school sites and learning from

experience the decision was made not to rush and open the schools, as there was concern for the cleanliness of the schools. The surveys that were sent out to the parents, teachers and staff also helped in making the decision as did the communication with the State Department, stating that they would work with any enrollment issues the district may have. Dr. McLaughlin thanked Maintenance and Operations, the Custodial, Grounds, Facilities and Trade Staff for working as a team to get the school cleaned. He also expressed his gratitude for the help Home Depot provided in sending people to help clean Sycamore Canyon, to the LA Rams and Sports Academy for providing activities for the kids. It was important to keep communication with the community by providing updates and informing when the next communication would be coming, which helped put the community at ease. Fifty air purifiers were donated and a protocol was established on what school sites would be getting them. At the next board meeting options for Outdoor School will be discussed and Mr. Lichtl will be giving a presentation of what the options are for this school year. Dr. McLaughlin accepted questions and comments from the committee.

- B. Heather Chamberlin, Mental Health Coordinator gave a presentation (on behalf of Lisa Miller, who was unable to attend) on what mental health services are being provided to students in our district.
- C. Marilyn Strange, Drama Teacher at NPHS came with some of her drama students and sang some musical numbers from Little Shop of Horrors.

V. Adjournment – General Meeting Session

Meeting adjourned at 11:29 am. Next Meeting will be January 15

Date 1/15/19 _____
Cindy Mayling, Chairperson

Date 1/15/19 _____
Lou Lichtl, Assistant Superintendent
Instructional Services

